



Job Opportunity

State Controller's Office

Position:

AMENDED BULLETIN

Statewide

Associate Governmental Program Analyst/
Staff Services Analyst (General)
(2 positions)

Location:

Executive Office
300 Capitol Mall, Sacramento, CA 95814

Issue Date:

March 8, 2006

Final Filing Date:

Until Filled

Contact/Telephone:

Denise Cruz, (916) 322-8142

Who May Apply: Individuals who are currently in
this classification, eligible for lateral transfer, or
reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5393-XXX
051-720-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

We offer the opportunity for interested candidates to work in a traditional yet progressive public agency, constitutionally established to oversee the financial/fiscal health of the State of California. Interested candidates will be introduced, as well as function in a professional environment designed to provide the citizenry of the State of California with efficient public service and help safeguard the use of public funds with the direction of the State Controller and his/her designee.

This office is a fast pace public office designed to oversee the release of public funds in a fiscally responsible manner with responsibility and/or oversight of approximately 62 boards and commissions. In addition, the State Controller's Office serves as an independent watchdog providing sound fiscal control over more than \$100 billion in receipts and disbursements of public funds.

Specifically, with general direction provided by the Director of Legislation and/or Senior Executive Level staff, the incumbent will function as a member of the Legislative Office for the Office of the State Controller. He/she will be involved the legislative program designed to affect the efficiency and/or program requirements associated with the various jurisdictions of the Office. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Note: Proposed duties will be appropriately allocated upon selection of the identified candidate and



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



subject to the level of appointment.

- Conduct research, analysis and preparation of reports, and presentations before interested groups and or Senior Executive Staff;
- Provide program evaluation regarding legislative impact; identify and define programmatic problems requiring legislative augmentation and provide recommendations;
- Develop new program models and/or evaluation techniques to be adopted in the discharge of legislative responsibilities for staff involved in line programs;
- Identify possible new legislative analytical methods and develop training needs for proposed implementation within the various divisions; develop management systems designed to update and/or storage legislative data;
- Evaluate staff services in relationship to the legislative program for the agency, which may include required skills sets, necessary equipment and/or software access etc.; provide recommended adjustments and/or changes to develop better efficiency in line programs and/or procedures;
- Participate in legislative studies either by providing analytical support or in a leadership role when required;
- Assess regulatory requirements that may or may not be impacted by pending legislation and provide recommendations as requested;
- Utilize existing software to access the internet and/or job sites necessary in the discharge of your assigned duties; manipulate technology to develop reports, charts, graphs, correspondence or other computer-related activities when required.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
300 Capitol Mall, Suite 619
Sacramento, CA 95814

Attn: Denise Cruz